



**TOWN OF ACTON
DESIGN REVIEW BOARD
MINUTES OF SEPTEMBER 7, 2011 MEETING**

7:30 p.m.
Room 128, Town Hall

NEXT COMMITTEE MEETING: Wednesday, September 21, 2011
 Acton Town Hall, Rm 128, 7:30 p.m.

Present: Ann Sussman (Chair), Holly Ben-Joseph (Vice-Chair), David Honn, David Clough

Meeting was called to order at 7:40 p.m.

The meeting minutes from June 15 were reviewed and approved with no changes.

ACTION ITEM:

Holly will email the notes to the town clerk and IT department for filing and posting.

We reviewed an email from July 2010 from Lauren Rosensweig in which she suggested the steps the DRB needs to take to revise the DRB charter to include multi-family housing. She suggested the DRB do public outreach to determine what types of housing the residents of Acton prefer.

Ann pointed out that the town hired a consultant to do a study on the very same topic in 2003/2004 and the results of the study are on the Town's website, therefore, it seems redundant to do another outreach.

We discussed ways that the DRB can clarify to the BoS how we review projects, and that it isn't 'taste police', but rather we analyze each project on the appropriateness of its siting and architecture based on standard design and planning concepts that we have learned in design schools and have practiced professionally.

David Clough recommends that the DRB write a letter to the BoS to explain the review process, and the history of the board and outreach that we have done, since most of the BOS are new selectmen and don't know the history of the Design Review Board.

This letter could include:

- List of the outreach completed by the town and the DRB including the posting of the new guidelines in the library this summer from June 28 to August 9.
- Refer to the housing preference study conducted by the consultant in 2003/2004

- Testimonials from some of the developers that have come before the DRB (possible people could include Ken Starr, Peter Quinn, Mike Klinger
- Also to explain that the guidelines are based on other town's guidelines
- Also include any results from the first visual survey that relate to housing- include the photos
- Summarize by stating why the conditions of Lauren's email have been met.

Other actions that would help explain the DRB's work to the BoS would be to invite the BoS members - 2 at a time to sit in on our next review session.

The DRB has been invited to attend a meeting for Acton 2020, to discuss town character and guidelines.

Meeting Adjourned at : 9:10.

Respectfully Submitted by:
Holly Ben-Joseph